

HOW TO USE THIS DOCUMENT

(Delete this section prior to distribution)

This document is intended as a guide for water systems to communicate secondary water shutoff information to users. Notification is not required by the Division of Drinking Water, however, during extreme drought conditions, it is strongly recommended. Please edit or delete as you see fit, and make sure to remove highlighting before sending.

DRINKING WATER NOTIFICATION

Extreme Drought Conditions - [CITY/TOWN/COMMUNITY] Secondary Water Shutoff

Distributed on [DATE]

This is a notice from [WATER SYSTEM NAME] that extreme drought conditions require an early secondary water shutoff on [DATE] – or sooner – if water use increases. Preserving drinking (culinary) water for in-home needs, as well as fire protection, is critical to the health and safety of our community.

Here is what you need to know:

- In order to extend secondary water supplies and reduce shock to plants and landscaping, reduce outdoor water use prior to shutoff.
- To conserve water before and after shutoff, adhere to the following outdoor watering schedule:
 - [INSERT WATERING SCHEDULE/RESTRICTION SPECIFICS AND ANY EXCEPTIONS HERE IF APPLICABLE - may include allowable watering days/times, if new landscapes are allowed, or if certain vegetation like trees and shrubs may be]
- Watering outside of this schedule or restrictions may result in [INSERT ANY FINES OR OTHER PENALTIES]. The [CITY/TOWN/COMMUNITY] will proactively monitor water usage and appropriate use of water resources.
- IMPORTANT: All landscape irrigation systems connected to the public drinking water system must be approved by [WATER SYSTEM NAME] and equipped with an approved backflow prevention device or assembly. Unapproved connections risk contaminating the entire water system.
- Residents may report inappropriate use of drinking water through [the Utah Division of Water Resources](#).
- For additional water conservation guidance, visit [SlowtheFlow.org](#).

For updates and information regarding our community's water supply, please visit [WEBSITE]. Thank you for being good stewards of [CITY/TOWN/COMMUNITY'S] water as we navigate these unprecedented conditions.

Questions? Call [PHONE NUMBER], [EMAIL]

This notice is being sent to you by [WATER SYSTEM NAME, ID#]